



IEB Meeting

IEB Minutes – Through School

Al-Hijrah School
مدرسة الهجرة

| | |
|--|--|
| Date of Meeting: Thurs, 21 May 2015 | Time of Meeting: 10.00 am- 12:00 pm |
| Venue: Room 40 | Minutes Taken By: Chito Sutton |

Attendees:

| | |
|------------------------|----------------------------|
| Mr David Brown (DB) | Br. Abdul Rob Aziz (ARA) |
| Mr. David Willey (DW) | Mr. Amjid Zaman (AZ) |
| Mr. Ian Meacheam (IM) | Mrs Gerardine Lotarew (GL) |
| Ms. Sue Beer (SB) | Br. Shahabe Abdo (SA) |
| Mr. Ralph Headley (RH) | |

Absent: No apologies

Items:

1. Apologies
2. Declaration
3. Minutes of previous meeting and matters arising
4. Ofsted Monitoring Visit Report
5. School Improvement Plan
6. LA 'Roadmap'
7. Parent Communications & Future Governance
8. Finance & Staffing (inc. Headship Appointment Process)
9. Additional Head Teacher items not covered above (inc. Safeguarding / H&S focus on Fire Prevention / Admissions 2015 – 2016 / Site)
10. AOB
11. Date of Next Meeting

| Items Discussed | Action | Comment |
|---|--------|---------|
| 1. Apologies <ul style="list-style-type: none"> • None received • DW - Due to OFSTED/DFE Inspectors in school today, apologies if the meeting will be disjointed as people will have to leave early to deal with queries, etc. | | |
| 2. Declaration <ul style="list-style-type: none"> • DW – David is employed by Schools HR Services, Birmingham City Council • SB - Sue is also employed by Schools Financial Services, Birmingham City Council • DW – David said that the completed declaration forms were collected by Sr Naila at the last IEB meeting | | |
| 3. Minutes of previous meeting and matters arising <ul style="list-style-type: none"> • Minutes of previous meeting were agreed • DW – David stated that there have been a series of minute takers since the IEB started which has sometimes led to confusion. He was | | |

| Items Discussed | Action | Comment |
|---|--|---------|
| <p>pleased to note that with the appointment of Gerardine and Chito to Al Hijrah School, they will now organise the IEB meetings ensuring continuity and consistency.</p> | | |
| <p>4. IT Infrastructure</p> <ul style="list-style-type: none"> • AZ –Amjid reported that the school’s IT infrastructure is outdated. With the changes and additional demands through the years, the server is no longer able to cope. There is only 1 terrabyte of storage capacity left which is not even enough for a back- up file. Br Zabar has been speaking to Andy Betts, IT Manager at Calthorpe, about the IT needs. £40-£50k will be needed for a new server and there can be a 2-week turnaround for its installation. The school needs a robust IT structure in place. • ARA – Br Abdul Rob said that an example of how slow the current IT system is was that teachers who prepared their reports at school have experienced their reports disappearing or taking a long time to save. • AZ - Amjid said that an upgrade is urgently needed and patching up the current server will not be cost-effective. There is also a proposal to purchase 32 iPads for the primary school. • SB – Sue reminded all that there needs to be at least 3 tenders for the server in order to abide by the financial regulations. Consideration should be given to what is best for the school, not necessarily what is the cheapest tender. Time is of the essence, so as long as the IEB is happy, Sue recommended that DB can be left to decide on the successful tender and to just report back to the IEB at the next meeting. With regards to the iPads, the school can go ahead with the purchase as they are urgently needed. • DW, IM – Both Chair and Ian agreed. • GL –Gerardine asked if there is a scheme in place for pupils to purchase the iPads as other schools had such schemes in place? • SB – Sue said that because of the urgency of the request this can be looked at in the future but there needs to be a safe place in the school for storing the iPads and more importantly, the school should maintain an asset register. Sue said that she was happy to start and organise one. • AZ – Amjid replied that there is currently a safe place for storing laptops and it is intended that the iPads will be stored in the same place. • DW – The Chair queried that when the server is replaced and iPads purchased, will the IEB have done enough to satisfy the requirements of OFSTED? • RH – Ralph reported that this may not be the case. A meeting with staff was held last week to discuss the IT infrastructure with regards to staff use as well as pupils’ use of IT equipment. There is a shortage of interactive whiteboards. • IM - Ian further reported that there is also the issue of staff’s lack of IT skills in delivering the curriculum using IT equipment. • RH –Ralph also reported that there is only one IT suite which is mostly used by Key stage 3 and 4 pupils. Pupils from the other key stages are not able to avail of this suite. The price of programmes as well and whether or not to invest any further in the current school building also need to be considered.. • AZ – Amjid said that it was not known whether or not the school will be relocated. • RH – Ralph stated that It was not fair that pupils are suffering and deserve the upgrade now. There needs to be training for staff once the infrastructure is in place. Early Years urgently need whiteboards. | <p>DB to decide on successful tender for IT upgrades/purchases</p> <p>SB to organise an asset register for school.</p> <p>AZ/RH - to schedule IT training for pupils.</p> <p>AZ/RH - to schedule IT training for staff</p> | |

| Items Discussed | Action | Comment |
|---|--|---------|
| <ul style="list-style-type: none"> • AZ – Amjid said that the whiteboards are portable and can be moved if the relocation takes place. • RH – Ralph agreed with Sue that there needs to be a school asset register and once this is in place, then further IT needs can be identified. • DW –The Chair concluded that the IT provision is work in progress subject to future viability of the premises and financial constraints. The IT issues need to be clear as IT will be an item that OFSTED will look into during their next visit. • SB – Sue confirmed that the school can spend circa £80k for a new server, software and iPads • GL –Gerardine commented that another thing to consider before replacing the server is its capacity to store pupil records. There are filing cabinets full of pupil data in the Administration Office that are taking up valuable space. She has asked Iron Mountain to provide a quote. Iron Mountain has been recommended by the DfE. • DW – The Chair asked if there is facility on site to scan the records? • GL – Gerardine replied that there was not. • RH – Ralph asked if there was provision for backing up data? • GL – Gerardine replied that there needs to be a disaster recovery plan for the school. The disks can be placed in the safe. This will be a working progress. | <p>AMJID – to ask look at replacement and obtain quotes</p> <p>GLL – to meet with Iron Mountain and assess cost of scanning files</p> <p>GLL to look at current arrangements and work with IT to feed back to IEB</p> | |
| <p>5. Headship Recruitment Update</p> <ul style="list-style-type: none"> • DB –The Executive Head reported that the advertisement has been published online. Deadline for applications is 8th June 2015. It was agreed that the HT’s Individual School Range (ISR) will be Group 7 L32-L38. Hays are looking at Muslim candidates. There is an applicant (not via Hays) who will be visiting the school tomorrow. Hays were happy with the pack the school provided. • DW, SB, IM, DB – all agreed to be available on the afternoon of 10 June and all day 11th June for interviews | | |
| <p>6. Section 48 Inspections</p> <ul style="list-style-type: none"> • DW: The Chair said that he and the Executive Head both agreed that it was unheard of to have 4 OFSTED and 2 DfE Inspectors visit a school for RE inspection. • DB – David informed the group that the school undertook a self evaluation and with 57% of Yr 10 getting A or A*, it was predicted that the school was outstanding in RE. However, there appears to be an indication that OFSTED/DfE will only rate the school as good and if this was going to be the case, he will challenge this as the school deserves a higher rating. He was also mindful of what the effect of a lower rating will be on the community. It may be that the lower rating will take into consideration previous OFSTED concern on how the subject was taught in Primary even though we have already addressed this. | | |
| <p>7. Safeguarding</p> <ul style="list-style-type: none"> • With regards to the Single Central Record – there is now a robust process in place to ensure that the SCR is complete, thanks to Chito and Gerardine. | | |
| <p>8. Finance & Staffing (inc Headship Appointment {Process})</p> <ul style="list-style-type: none"> • CONFIDENTIAL ITEMS | | |

| Items Discussed | Action | Comment |
|--|--|---------|
| <p>9. SCHOOL IMPROVEMENT PLAN</p> <ul style="list-style-type: none"> SA – Br Shahabe reported that the downward trend in Key Stage 1 has now been stabilised. IM – Ian said that with regards to the comments on KS1 –“ females performed better than boys”, what are the plans to address this next year? SA – Be Shahabe replied that staff will look at gaps after SATs exams and take action eg get pupils out on 1:1, get booster programs, etc IM – Ian said that the school needs to identify why there is a gap and ensure that this gap is addressed and prevented from happening in the future. Also, in Maths, the comments about the females’ performance did not make sense. SA – Br Shahabe said that these reflected the national trend IM – Ian’s concern was the language used. The report must be crystal clear. SA – Br Shahabe said that when he was preparing the report, data was still coming in. In fact, some were still coming in especially for Years 2 & 6 pupils; IM – Ian said that the IEB did not just need comments but also what actions are to be taken by SLT to address/rectify. Also, it would be good practice for the IEB to be sent copies of documents that are to be discussed at the meetings beforehand. This will save time. <ul style="list-style-type: none"> SA – Br Shahabe further reported that the attainment of Year 6 is 75% at Level 4+ IM – Ian wanted to know if that was a prediction? SA – Br Shahabe said that it was. IM – Ian said that If that was the case, then the word “result” should be taken out of the report. SA – Br Shahabe also said that with regards to the girls, there were 10 girls who were borderline in Maths which represented 14%. He confirmed that Interventions have been applied. IM- Ian said that that meant that 61% were assured. SA – Br Shahabe said that the prediction on Year 11 attainment came last night and showed 75%. There are 58 Year 11 pupils. IM – Ian reiterated that care needs to be taken in the language used for the report . SA – Br Shahabe said that Year 11 pupils sit mock exams every half term. The projection was 60% in the spring and the prediction is 75% this term. IM – Ian recommended that as the cohorts were small, it might be better that when talking of pupils, that they are referred to as numbers instead of percentages. Also, with regards to breakdown of subjects, that there is a breakdown of performance between boys and girls. For example, the low performance in Geography and Design & Technology, are the pupils mainly boys? Is it a boy/girl thing? When there is a gender difference, it is a good thing to be able to identify which subjects are affected. However, this can’t be used for poor performance! The IEB needs to be informed of what interventions were used so that it can inform OFSTED and ensure that staff are praised where due. | <p>SA – to amend SIP taking into consideration recommendations of IM</p> | |

| Items Discussed | Action | Comment |
|---|---|--------------------------------|
| <ul style="list-style-type: none"> SA – Br Shahabe reported that there was good progress being done in Years 2 & 6. DB – The Executive Head said that Ian would like to come in after half term to oversee the exercise when members of SLT are judging lessons. He won't be there to make judgments but just to ensure that the process is rigorous. | | |
| <p>10. AOB</p> <ul style="list-style-type: none"> GL – Gerardine as the newly appointed Head of HR & Support Services reported that she was currently in the process of improving the Reception Area to make it more welcoming. At present, the main doors are not secure, there is no disabled access, there is also a need to rearrange the office and the store rooms. Every morning there is chaos when parents, pupils, and staff come in. It is proposed that an electronic register is installed to resolve this problem. She would also request that a water cooler is installed for visitors in the reception area and establish a meeting room for school use. ARA – Br Rob been reported that there has been a lot of food waste and asked if he could contact a recycling plant in Tyseley that will collect the waste and convert it into energy. | <p>GL – Ensure that 3 quotes are submitted for any work required in improving the Administration Office.</p> <p>ARA to contact recycling plant re food waste and work with GLL to review current arrangements</p> | |
| <p>11. Date of Next Meeting</p> <ul style="list-style-type: none"> Thursday 25th June, 10.00-12.00 | <p>GLL/CS – to notify all of date of next IEB meeting.</p> | <p>Done 3.6.2015 via email</p> |

Date Minutes ratified:

Signed:

David Willey, Chair of I.E.B.

